



STARS

Student Tracking and Reporting System

Point of Contact Mark Entry Guide
eSIS v 11.1
Version 1
Updated on 10/16/2009



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Overview

Tracking student progress begins with proper recording of students' marks. DC STARS gives the school's Point of Contact and teachers the ability to enter these marks for every student scheduled in a course. School users may input marks for teachers as discussed in this guide, or the teachers may enter marks in DC STARS through the Teacher Assistant module (See Teacher Mark Entry Quick Guide). The entered marks are then shown on the student's report card at the end of each reporting period.

The mark entry deadline for teachers is 11:59 pm of the end date of the Reporting Period. After this date, the designated Update Marks contact at the school will have to be notified to input or modify additional marks. This guide will cover how to enter marks for Progress and Advisory Periods, as well as Final Course marks.

Objectives

At the end of this class, the users should be able to:

- Input marks for respective reporting periods
- Run reports to check for proper and complete mark entry



1.0 Mark Entry Screen

Navigation Path: Start Screen > Mark Entry

Using the completed *Class List with Marks* reports sorted by course length and semester, you are prepared to enter marks into DC STARS. Student marks are entered through the *Mark Entry* screen in DC STARS.



The *Mark Entry* screen opens.

Mark Entry

School Name: 467 DCPS SCHOOL 182 Year 2008

Marking Periods

Course Length: 36 Weeks Start Date: 08/18/2008

Reporting Period

Reporting Period: PRI-TR Abbr: 1PR End Date: 09/24/2008

Classes

Course	Section	Teacher	Room
AA80	01	Allee K, M	C113 RM
AA80	02	Bolas W, Deborah	CG23 RM
AA80	03	Dillehay H, Cynthia	C111 RM
AA81	01	Adileh , Laila	

Students

1.2 In the *Marking Periods* select the Course Length: 36 Weeks, 18 Weeks, or 9 Weeks. Use the scroll bar to locate the entry.

1.3 Select the current *Reporting Period*.

1.4 Query for *Classes*. (ex.AA80 Section 01). Highlight the appropriate class.

1.5 Click the *Students* button.



The **Mark Entry** screen opens with the selected class information.

Mark Entry
DCPS School 182

Report PR1-YR Class AA81 01 Adileh, Laila Count 31

2.0 Entering Marks

Mark Entry
DCPS School 182

Report PR1-SEM1 Class C33 01 Kegg E, Stephen Count 27

Students in Class

Last Name	First Name	Pupil No	a) Mark	b) Prev	c) Exam	d) Final	e) S. Avg	f) Abs	Late	g) Comments	Cor	
Bell L	Diamond	9021222						0	0	View	?	?
Craige	Taneesha	9030875						0	0	View	?	?
Dozier	La'Shay	9233227						0	0	View	?	?
Fearrington R	Renea	8500214						0	0	View	?	?
Gabriel	Antionique	9027359						0	0	View	?	?
Hart	Antoniea	9011475						0	0	View	?	?
Hart	Ashley	8428068						0	0	View	?	?
Hart	Charnica	9017294						0	0	View	?	?
Helms	Dominique	9031010						0	0	View	?	?
Helms	Syreeta	8493239						0	0	View	?	?
Helms	Tyaira	9103315						0	0	View	?	?
Houghton	Alesia	9029760						0	0	View	?	?

☐ Mark entry is complete

a) **Mark** column: All Advisory and Progress Report marks should be entered in this column.

b) **Prev** column: The student's mark in the class from the previous reporting period will automatically populate here. (*Note: Do not make updates in this column*)

c) **Exam** column: At the end of the course, final exam mark should be entered in this column.

d) **Final** column: The student's final mark for the class should be entered in this column.

e) **S. Avg** column: This column is only populated in schools using the TA electronic gradebook. (*Note: Do not make updates in this column*)

f) **Abs** and **Late** column: Will automatically display attendance information from the attendance module. (*Note: Do not make updates in this column*)

g) **Comments** field: Enter comments in the first three fields only, starting with the first field. If the first field is skipped, none of the comments will show on the progress reports/report cards.



3.0 Progress Report Marks:

Choose Course Length (ex. For year long courses: 36 weeks Start Date: 08/17/2009)

Choose Reporting Period:

Year long courses: **PR1 – YR, PR2-YR, PR3-YR, PR4-YR**

Semester courses: **PR1-SEM1, PR2- SEM 1, PR3- SEM 2, PR4- SEM 2**

Nine Week courses: **PR1-NW1, PR2-NW2, PR3-NW3, PR4-NW4**

Marking Periods

Course Length	Start Date	
36 Weeks	08/18/2008	
Reporting Period	Abvr	End Date
PR1-YR	1PR	09/24/2008

3.1 Enter all marks in the **Mark** column.

3.2 Enter comments for the course in the **Comments** field. For comments, click the (question mark) to select the first comment. Comments must be entered starting from left to right.

3.3 The **Abs** and **Late** will automatically display information for each class as entered in the Attendance Module.

3.4 Check **Mark entry is complete** after all marks are entered for the class.

3.5 Click **Save**.

Mark Entry

DCPS School 182

Report: PR1-YR Class: AA81 01 Adileh, Laila Count: 31

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Comment
Andrews	Don	9222569	B+					View 3 ? 2 ? ?
Brooks	Tameyka	9043957	C-					View 5 ? ? ? ?
Bruton A	Charles	9028385	A					View 6 ? 3 ? 8 ?
Butler	Kayla	9038620	C-					View ? ? ? ? ?
Clark	Ryan	9006584	B					View ? ? ? ? ?
Dallen	Khadijah	9041888	A					View 3 ? ? ? ?
Davenport	Sedella	9051109	A					View ? ? ? ? ?
Davenport	Stephen	9010597	B+					View ? ? ? ? ?
Grieco	Nichelle	9034959	C-					View ? ? ? ? ?
Hart	Michael	9091160	F					View 4 ? 10 ? ? ?
Hart	Monique	9044681	A					View ? ? ? ? ?
Herndon	Timothy	9077623	F					View 8 ? ? ? ?

☒ Mark entry is complete



4.0 Advisory Marks

Choose Course Length (ex. For year long courses: 36 weeks Start Date: 08/17/2009)

Choose Reporting Period:

Year long courses: ADV1 – YR, ADV2-YR, ADV3-YR, JUNE Marks-YR

Semester courses: ADV1-SEM1, JAN Marks-SEM1, ADV3-SEM2, JUNE Marks-SEM2

Nine week courses: Oct Mark-1NW, Jan Marks-2NW, March Marks-3NW, June Marks-4NW

Marking Periods

Course Length	Start Date	
36 Weeks	08/18/2008	
Reporting Period	Abvr	End Date
ADV1	1AV	10/24/2008

4.1 Enter all marks in the **Mark** column

4.2 Enter comments for the course in the **Comments** field. For comments, click on the **?** (question mark) and select the comment from left to right.

4.3 The **Abs** and **Late** will automatically display information for each class as entered in the Attendance Module.

4.4 Check **Mark entry is complete** after all marks are entered for the class. Click **Save**.

Mark Entry



DCPS School 182

Report: ADV1 Class: AA81 01 Adileh, Laila Count: 31

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	View	3	?	6	?	17	?
Andrews	Don	9222569	B	B+				View	3	?	6	?	17	?
Brooks	Tameyka	9043957	C+	C-				View	2	?		?		?
Bruton A	Charles	9028385	A-	A				View		?		?		?
Butler	Kayla	9038620	B-	C-				View	4	?	9	?		?
Clark	Ryan	9006584	B	B				View		?		?		?
Dallen	Khadijah	9041888	A-	A				View		?		?		?
Davenport	Sedella	9051109	B+	A				View	1	?	6	?		?
Davenport	Stephen	9010597	B	B+				View		?		?		?
Grieco	Nichelle	9034959	D	C-				View		?		?		?
Hart	Michael	9091160	D+	F				View	18	?		?		?
Hart	Monique	9044681	B	A				View		?		?		?
Herndon	Timothy	9077623	D	F				View	4	?	18	?	2	?

☒ Mark entry is complete

The **Prev** column automatically populates with the student's mark from the previous reporting period.

5.0 Final Course Marks

Choose Course Length (ex. For year long courses: 36 weeks Start Date: 08/17/2009)

Choose Reporting Period:

Year long courses: **Jun Marks–YR** End Date: 06/18/2010

Semester courses: **Jan Marks–SEM** End Date: 01/22/2009

Jun Marks–SEM End Date: 06/18/2010

Nine Week courses: **Oct Marks–1NW** End date: 10/30/2009

Jan Marks- 2NW End Date: 01/22/2010


Mar Marks- 3NW End Date: 03/26/2010

Jun Marks- 4NW End Date: 06/18/2010

5.1 The advisory mark is entered in the *Mark* column.

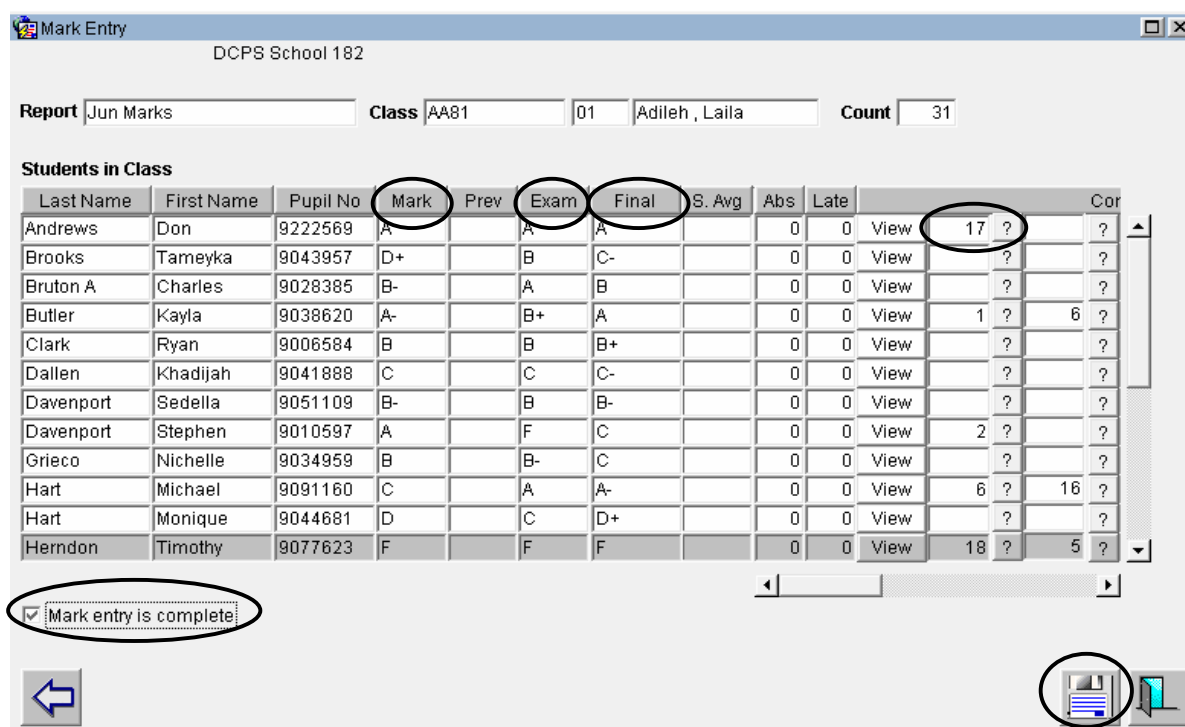
5.2 The final exam (if one is given) is entered in the *Exam* column.

5.3 The final mark is entered in the *Final* column.

5.4 Enter comments for the course in the *Comments* field. For comments, click on the  (question mark) and select the comment from left to right.

5.5 The *Abs* and *Late* will automatically display information for each class as entered in the Attendance Module.

5.6 Check *Mark entry is complete* after all marks are entered for the class. Click **Save**.



Mark Entry

DCPS School 182

Report Jun Marks Class AA81 01 Adileh , Laila Count 31

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Abs	Late	View	Cor
Andrews	Don	9222569	A		A	A		0	0	View	17 ?
Brooks	Tameyka	9043957	D+		B	C-		0	0	View	?
Bruton A	Charles	9028385	B-		A	B		0	0	View	?
Butler	Kayla	9038620	A-		B+	A		0	0	View	1 ? 6 ?
Clark	Ryan	9006584	B		B	B+		0	0	View	?
Dallen	Khadijah	9041888	C		C	C-		0	0	View	?
Davenport	Sedella	9051109	B-		B	B-		0	0	View	?
Davenport	Stephen	9010597	A		F	C		0	0	View	2 ?
Grieco	Nichelle	9034959	B		B-	C		0	0	View	?
Hart	Michael	9091160	C		A	A-		0	0	View	6 ? 16 ?
Hart	Monique	9044681	D		C	D+		0	0	View	?
Herndon	Timothy	9077623	F		F	F		0	0	View	18 ? 5 ?

☒ Mark entry is complete

Save



6.0 Tools to Check Mark Entry Completion

6.1 To generate the *Mark Entry Completion Log*, follow the Path: **School < Mark Information < Mark Entry Completion Log**. This report shows which classes have marks entered.

6.2 To generate the *Students Missing Marks Report*, follow the Path: **Reports < Folder 14 < Students Missing Marks Report**. This report shows which students DO NOT have marks entered.



DC STARS Mark Scale

Alpha Grade	Numeric Equivalent or Definition
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 – 76
C-	70 - 72
D+	67 - 69
D	64 – 66
F	0 - 63
AUD	Audit
I	Incomplete
L	Late Entry
M	Medical
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdraw
WF	Withdraw Failing